



**DATE:** October 26, 2011

**SUBJECT:** JOB VACANCY ANNOUNCEMENT – 2011/21

**TO:** All Qualified Applicants

**JOB TITLE:** PROCUREMENT AGENT - Executive Office

**GRADE:** FSN-9 with the possibility of hiring the employee at the lower grade  
if he/she does not meet all the position's requirements

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**Note:** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

#### **A. BASIC FUNCTION OF POSITION**

The incumbent serves as a full-time Procurement Agent in the Executive Office of USAID/Senegal and performs independently a wide range of pre-and post-award procurement functions to meet Mission acquisition needs. She is responsible for the implementation and monitoring of offshore and local procurements within the contracting authority of the Executive Officer for the provision of the physical resources, goods and services necessary in direct support of Mission-Program operations, as well as support assistance to other Missions in the region for procurement of goods and services. Provides logistic support to USAID Contracting Agencies in accordance with established Mission policy and assurance of compliance with Mission regulations and Senegalese law. This includes commodity procurement planning, negotiation of contracts, accountability, insurance/delivery, end-use verifications, claims for loss or shortage, contract reporting and close out.

#### **B. MAJOR DUTIES AND RESPONSIBILITIES**

OFFSHORE and LOCAL PROCUREMENTS (Goods and Services):

##### **A. Pre-Awards**

- 1- Reviews and analyses commodity/service procurement requests generated within the Mission and neighboring missions for completeness and preciseness in terms of specifications, Scope of works taking into consideration time, cost, quality and other factors to permit maximum price competition while assuring the various AID requirements on source and origin through the Simplified Acquisition Procedures, GSA contracts, RPSO and AID/W Procurements etc... are met.
- 2- Recommends the most advantageous procurement methods in terms of reliability, cost and lead time for particular commodities, group of commodities or services then, initiates formal/informal advertisements through requests for quotation, invitation for bid or, consults catalogs, source lists or vendor websites to determine best price.



- 3- Reviews all bids and prepares a summary analysis (abstract of quotations), recommends best and final offer, considering price, bidder's capabilities and past-performance. If necessary, conducts prices and other factors' negotiation to the best interest of the US Government.

#### **B. Awards**

- 4- Prepares purchase orders, transmits the orders to the Financial Management Office for funding citation then, and submits the orders along with a memorandum of negotiation to the Executive Officer's signature to make them qualify for official and final order.
- 5- Makes micro-purchases using Mission GSA purchase card (SmartPay) in compliance with all applicable Federal and USAID agency prohibitions, controls, limitations, and approval requirements.
- 6- Makes petty cash purchase for micro-purchases within emergency situations arising in the Mission.
- 7- Modifies purchase orders using procedures for other than full and open competition (FAR 6302) to reflect accurate description of items/scope of work, delivery date/performance period method of shipment, price increase or decrease etc...
- 8- Directs final orders to both suppliers & USDA then, requests prompt acknowledgement of receipt which will constitute the official binding agreement between AID and Suppliers/Contractors and follows-up until confirmation of receipt.

#### **C. Post-Awards**

- 9- Monitors the procurement process through an automated tracking system in order to allow for complete and accurate viewing of the flow of procurement information from the acquisition stage to close-out. This includes resolutions of outstanding issues noted in the acquisition and closeout processes.
- 10- Initiates the Customs Exemption requests for goods through the GSO/Shipping to allow for smooth and prompt customs clearances process of incoming shipments. In the meantime, traces and/or follows-up with Suppliers/USDA shipping details such as vessels/flight number, OB/L and AWB number until confirmation of Actual Date of Arrival at Dakar. Undertakes the Valued Added Tax Exemption requests for all types of local procurements of goods and services
- 11- Coordinates with GSO/Shipping agents on customs clearances and deliveries to the GSO/Warehouse Keeper until issuance of Receiving and Inspection Reports.
- 12- Files insurance claims against the shipping liner for any pilferage, lost or damaged goods during shipment, and takes all necessary actions until satisfaction.



- 13- Assists the FM Office in each quarterly 1311 review of Operating Expense and ICASS Working Capital unliquidated obligations by reviewing, advising or providing comments regarding the final closeouts and/or the need to carry over the unliquidated obligations.
- 14- Initiates close-out actions based on final deliveries, performance and payments of goods/services ordered.
- 15- Assists the Program Office in its quarterly POP Reviews.

#### **D. Assistance**

- 16- Reviews and clears all Customs and VAT exemptions requests initiated by Mission Implementing Partners and Contracting Agencies before they are submitted to the Executive Officer or his/her Deputy's signature.
- 17- Provides clear guidance and/or recommendations to USAID Technical Offices and Contracting Agencies regarding title transfer procedures of vehicles from a specific project/individual to another one or from a USPSC to another individual holding same exemption privileges. Directs disposal of AID-Financed vehicles/goods to the GOS (Government of Senegal) following a Program Activity Completion Date (PACD).

#### **C. DESIRED QUALIFICATIONS**

- a. Education: Completion of secondary school required.
- b. Prior Work Experience: Four to six years of progressively responsible experience in the procurement and related fields of which three years in U.S. Government Agency (USAID), in acquisition activities.
- c. Post Entry Training: Specialized training for Procurement Agent, i.e., FAR Course (CON100, CON110, CON111 and CON112), Federal Contract Law, Administration of Cost Reimbursement Contracts, Simplified Acquisition.
- d. Language Proficiency: Good working knowledge and commercial English. Level III in English is required. Level IV is desirable. Fluent French Level IV is required.
- e. Knowledge: Good/Comprehensive knowledge of AID procurement regulations, procedures, instructions and forms, GSA Catalogues, U.S. Federal Specifications & Standards, and contracting procedures and practices. Shipping instructions and procedures are required.
- f. Skills and Abilities: Must have good negotiating skills and ability to inspire confidence. Must be able to tactfully obtain information formally and informally. Proficiency in Word processing and spreadsheet software, "MS Word", "MS Excel" and ability to learn procurement tracking system required.



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#### **D. POSITION ELEMENTS**



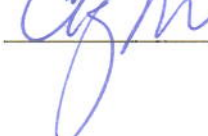
- a. Supervision Received: Reports to the Executive Officer and his/her Deputy.
- b. Available Guidelines: Federal Acquisition Regulation (FAR), A.I.D. Acquisition Regulation (AIDAR); A.I.D. Handbook (HB) 1 Supplement B – Procurement Policy; HB 12 – Use of Federal Agencies; 14, 15 and 23, Acquisition and Assistance Policy Directives (AAPD), Contract Information Bulletin (CIBs); Office of Procurement Acquisition Memoranda (OPAMS); U.S. Department of State Standardized Regulations; Office of Management and Budget (OMB) Circulars; Comptroller General Decisions and others. Must be familiar with procedures including local shipping regulations, Mission orders and keep abreast of the frequent changes that occur in the above guidelines.
- c. Exercise of Judgment: Must exercise judgment in preliminary selection of potential suppliers in selection of responsive and responsible bidder and in working relationship established with US Government agencies, and in follow-up on procurement.
- d. Authority to Make Commitments: None
- e. Nature, Level, and Purpose of Contact: The incumbent will have direct contacts with off-shore suppliers, US Freight Forwarders, US Dispatch Agents, RPSO/Frankfurt, GSA, AIDWCIO and M/OMS as well as local suppliers.
- f. Supervision Exercised: None
- g. Time Required Performing Full Range of Duties after Entry in the Position: Immediate

**HOW TO APPLY:** Interested applicants should submit a completed OF-612 form or a complete resume to:

Human Resources Mgt. Specialist. or  
USAID/Senegal  
B.P. 49 - Dakar, Senegal  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

Human Resources Mgt. Specialist  
USAID/Senegal  
Petit Ngor - Dakar, Senegal

**Deadline to receive applications: November 18, 2011**

Cleared by:	Aminata Dagnoko, Human Resources Specialist:		Date: 25/10/2011
	Abdou Ndiaye, Deputy Executive Officer:		Date: 20/25/11
Approved by:	Charles, Knight, Sup. Executive Officer		Date: 10/26/2011